

Timeline 2013 Virginia Youth Survey

Activity	Timeline
PHASE I	Spring 2013
<p>Review the packet containing survey materials.</p> <p>Fax School Participation Form to Virginia Youth Survey Staff.</p> <p>Designate a school contact person to work with Virginia Youth Survey Staff on logistics and parental notification. As of July 1st, 2011 Virginia law requires local school divisions to notify parents at least 30 days prior to the administration of the survey that their child may be randomly selected to participate in the survey (VDH will provide Parental Notification Forms).</p> <p>Select a date for the survey to be administered in October or November.</p>	
PHASE II	Spring or Summer of 2013
<p>Provide VDH with a class list to randomly select classes to participate in the survey. Please identify each class by teacher's first initial, last name, grade level and number of students enrolled in the class.</p> <p>The selection method offers two options for this process.</p> <ol style="list-style-type: none"> 1) Select all the classes that meet during the same time such as all second period classes or, 2) Select a required class that <u>all</u> students attend such as English. 	Please send as soon as available
PHASE III	Fall of 2013
<p>VDH will:</p> <ul style="list-style-type: none"> ▪ Notify the school contact person of the 3-6 classes selected to participate. ▪ If applicable, provide instructions for school staff administering the survey in a separate package delivered to the school. 	Beginning of the 2013 school semester
Surveys, answer sheets, pencils and paper (for privacy) will be delivered to the school contact.	One week prior to survey administration date.
PHASE IV	Fall of 2013
<p>Survey instructions and materials are distributed to staff administering the survey the morning prior to the survey.</p> <p>Collect surveys and answer sheets immediately following completion. (Pencils and paper do not need to be returned to VDH).</p> <p>VDH representative will pick-up completed answer sheets and surveys or a mailer will be provided.</p>	Day of Survey Administration
PHASE V	Summer of 2014
A copy of the statewide and regional survey results will be sent to participating schools and school divisions.	